

HEAD CHA

Duties & Responsibilities

Organization
Georgia Mountains Tres Dias

Revised
June 26, 2026

Classification
Confidential / Internal Use Only

1. Role Overview

The Head Cha serves as the right hand to the Rector. This role encompasses three core dimensions:

- **Spiritual:** Prayer partner and close confidant to the Rector throughout team preparation, team meetings, and the weekend retreat.
- **Administrative:** Oversee all pre-weekend logistics — scheduling printing of booklets, scripts, timelines, forms, maps, and name tags; coordinating room reservations; managing team meeting structure.
- **Training & Leadership:** Coordinate the training of the team members in their duties during section meetings, develop all area heads, and ensure the Assistant Head Cha is fully prepared to manage behind-the-scenes coordination during the weekend.

NOTE: The Head Cha and Assistant Head Cha must develop a strong working relationship from the start. The Assistant Head Cha must be involved in every stage of preparation and should be capable of assuming the Head Cha's responsibilities in case of illness or absence.

2. Pre-Weekend Timeline & Checklist

2.1 Six to Eight Weeks Before Team Meetings

Meet with the Rector (in-person or by phone) to establish shared direction on the following:

Topic	Action / Outcome Required
Theme & Scripture	Understand Rector's wishes for carrying out the theme.
Role Definitions	Clarify Head Cha vs. Assistant Head Cha duties for both pre-weekend and the weekend itself.
Team Meeting Structure	Location, setup needs (chairs, AV, podium, microphone), room scheduling responsibility.
Meeting Format	Number of rollos per meeting, critique sheets, opening meditations/prayers, worship, and sharing format; use of sharing groups.
Announcements	Decide if weekly printed/projected announcements will be used and who prepares them.
Team Booklets	Determine content, who prepares them, and what is included (see Section 3 for full content list).
Name Tags	Style, whether separate tags for meetings vs. weekend, and who prepares them.
Refreshments	Who schedules — Head Kitchen or Head Cha? Include schedule in team booklet?
Fees & Administration	Confirm fee amounts, deadlines, and that Assistant Head Cha will serve as team treasurer.
Palanca at Team Meetings	How distributed and when; Rector's preferences.
Service Area Roles at Meetings	Palanca, kitchen, chapel chas and prayer chas perform duties at team meetings as they would at the weekend.
Attendance Tracking	Designate someone to record attendance at every team meeting.

2.2 One to Three Weeks Before Team Meetings

1. Prepare name tags for team meetings. Include extra tags for last-minute additions.
2. Compile and print Team Meeting Books (see Section 3 for full content requirements).
3. Set up podium materials: tablecloth, candles, candleholders, lighter, cross.
4. Prepare a reception table stocked with: name tags, Area Head Training Manuals (if not yet distributed), Team Meeting Books, and any other items for distribution.
5. Arrange palanca containers (baskets or boxes).
6. Make personal contact (by note or phone) with all Area Heads before the first team meeting. Remind them that they are to print & distribute the training information to their team members.
7. Confirm Head Cha and Assistant Head Cha role clarity for each meeting.
8. Verify room reservations: main meeting room, auxiliary rollo rooms, prayer rooms, and kitchen facilities.
9. Obtain the meeting time schedule from the Rector and review all details in advance.
10. If communion is scheduled for the first meeting, confirm setup with Chapel Chas and contact the Spiritual Director who will officiate.

2.3 Final Preparation for the Weekend

Conduct a thorough review of the Rector's script and the full weekend schedule. Use this review to build a final master checklist of every detail — even items not directly assigned to the Head Cha. Verify that each item is being handled by the appropriate person or service area. Ensure that a backup professor is identified for every talk and that they come prepared with a copy of their talk and appropriate clothing to fill in if necessary.

Examples of details to confirm: lighting controls during readings, timely delivery of community letters for the Spiritual Director's rollo, Wednesday evening setup, Thursday logistics, and Sunday clean-up responsibilities.

3. Team Meeting Books — Required Content

The Head Cha is responsible for the Team Books that will be used to inform and train the team. Prepare 8–10 extra copies to account for additions and late changes. Every page must include this footer:

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Standard content includes:

- Team member list: full name, phone number, and email address.
- Weekend theme and scripture.
- Meeting schedule with dates, times, and related activities (including companion weekend).
- Prayer palanca assignments and rollo schedule for team meetings.
- Greeters, opening meditation, and opening/closing prayer assignments.
- Copy of Meditation from page 14 of the Pilgrim's Guide.
- Refreshment schedule for team meetings.
- Fee payment envelopes (team fee and weekend fee).
- Sharing group (table community) assignments.
- Prayer chain list (if used).

4. Administrative: Fees

The Assistant Head Cha normally serves as team treasurer. All fees are due no later than the 5th team meeting.

Fee Type	Amount	Payable To
Weekend Fee	\$140.00	Georgia Mountains Tres Dias (check, cash or credit card)
Team Fee	\$20.00	Cash

Use labeled envelopes for all fee collection. Team member writes name and fee designation on the front of the envelope. A QR code will be given to the assistant head for online payments. A small service fee will be charged and passed onto the cardholder.

5. Training Cha Section Meetings

5.1 Leadership Meetings with Sub-Section Heads

Assist the Rector in scheduling individual meetings with the Head Cha, Assistant Head Cha, and each sub-section head (Head Palanca, Head Gopher, Head Table, etc.). The Rector may or may not lead these sessions.

- Review each service area's job description item-by-item.
- Ensure each sub-section head fully understands the duties of their position and the Rector's expectations for this specific weekend.
- Provide every cha with a copy of their job description to keep.

5.2 General Cha Section Meeting Content

The Head Cha leads team meetings and is primarily responsible for training all chas. The Head Cha must review the full expanded time schedule with all chas present. Make sure Area Heads distribute training materials to all the chas in their area.

Assume all team members — especially new ones — have minimal prior knowledge. Cover every detail explicitly, including things that may seem basic (e.g., lining hallways, when crosses may be worn, luminaries, etc.).

Spiritual Overview

- Explain the spiritual role of the cha: anticipating, servanthood, and the scriptural basis for each.
- Describe interrelationships: Cha, Rector, leadership chas, candidates, professors, kitchen and explain the role of each and the importance of our chain of command.
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- Address the importance of even the smallest tasks and how the Holy Spirit works through them.
- Prepare team members for the physical and emotional demands of the weekend: sleep deprivation, patience, avoiding defensiveness, not being judgmental or pushy with candidates.

Physical / Operational Overview

- Detailed explanation of every service area and how they interrelate.
- Emphasize task division to prevent duplication, while stressing cooperation.
- Ground rules: phone use, leaving the campground, community interactions, sitting near the back of rooms, always keeping the Assistant Head Cha informed of your location.
- Security: door locking/unlocking, key access, serenade conduct.

Day-by-Day Walkthrough

Consider devoting one section meeting to each of the four days of the retreat (Wednesday/Thursday setup, Friday, Saturday, Sunday). Walk chas through each day using the published schedule.

- Thursday: Arrival time, check-in procedures, dorm setup, luggage handling, candidate arrival, send-off, reception, and introductions.
 - *Tip: Color-coordinate luggage tags by candidate room to streamline delivery.*
- Friday–Saturday: Rollo room protocols, candidate escorting, candle lighting/extinguishing, table service, palanca distribution schedule.
- Sunday: Palanca bag distribution, checkout, clean-up of all service areas before departure. Chas are responsible for having their area cleared and approved by the Secretariat member overseeing campground departure condition.

Specific Situations to Address

- Candidate leaves rollo room outside break time: Escort to restroom if needed; handle gently. Candidates should not feel guarded.
- Candidate wants to be alone: Encourage them to follow the schedule; if they insist, escalate to Head Cha and Rector.
- Hall lining: All chas (except chapel chas) line hallways and walkways whenever candidates move between locations, including after dark.
- Thursday night chapel: Only chapel chas are present. Other chas may observe candidate introductions in the rollo room from the back of the room.

6. During the Weekend

6.1 Head Cha Responsibilities

- Sit next to the Rector and stay slightly ahead in the script to anticipate and prepare for each next action.
- Maintain open, ongoing communication with the Assistant Head Cha throughout the weekend.
- Monitor the Assistant Head Cha's wellbeing; ensure they are not overwhelmed.
- Handle any escalated situations that the Assistant Head Cha cannot resolve independently.

On the weekend, all chas should direct questions and issues to the Assistant Head Cha first. The Assistant Head Cha will either resolve the matter or escalate to the Head Cha.

6.2 General Cha Conduct (All Chas)

1. Line hallways and walkways whenever candidates move from place to place (except chapel chas).
2. No candidate should retrieve anything for themselves or go off alone. Be sensitive — allow a little space if clearly needed.
3. Rest room use at off-schedule times: accommodate without making it a disruption.
4. Always keep your service area head informed of your location. Do not leave your area until work is caught up, and only with your head's agreement.
5. Direct all unresolved problems to the Assistant Head Cha.
6. All chas attend the Thursday night reception and will be introduced to candidates.
7. Crosses may be worn only after the Piety rollo.
8. No hugging until after Saturday morning chapel.
9. Respond promptly when the bell rings. Be silent and meditative during spiritual retreat and chapel.
10. Do not request special favors from other chas.
11. Assist with Wednesday evening setup at the Camp of Colors if possible.
12. Team members are there to serve — they are not candidates. Defer to candidates for kitchen service; do not request special drinks or snacks. Bring personal specialty items if needed.

6.3 Serenade

- Team members may greet spouses for 10 minutes after serenade, once all candidates have returned to the rollo room.
- When the Rector rings the bell at the end of 10 minutes, all team members return immediately to their service areas.

7. Secretariat-Approved Rules & Prohibited Actions

The script must be followed precisely. No deviations are permitted without prior Secretariat approval.

7.1 Prohibited Activities

- Live crucifixion skits — not permitted under any circumstances.
- Balloons or banners in place of candles for serenade. When serenade must be held indoors due to weather, electric candles may substitute. Real candles are permitted outdoors only.
- Bride's Breakfast held in any location other than the rollo room or kitchen.
- Surprises planned for the Rector by the team or the Rector's spouse must be cleared through the Secretariat in advance.
- The Marketplace skit (formerly performed by kitchen chas on some women's weekends) is no longer permitted. It reduces kitchen staffing, increases workload, reduces rest for all team members, and discourages future kitchen service.
- Excessive hallway decorations that impede foot traffic, create tripping hazards, or pose a fire/safety risk. The Support Cha on duty has discretion to require removal of any such decoration.

7.2 Access & Visitors

- With the exception of serenade and closing participants, no non-team members may remain at the camp or in the building during the weekend — including community members dropping off palanca.
- Community members who are not on the team are not permitted inside the kitchen. Kitchen team members must meet them outside if a conversation is needed.

7.3 Palanca Guidance

- Encourage team members to give simple, heartfelt palanca — notes are far more appropriate than expensive gifts.
- Extravagant palanca among team members can cause new members to feel excluded if they do not receive similar items.

8. Team Meeting Supplies Checklist

#	Item	Notes
1	Name Tags	<i>Extras for last-minute additions</i>
2	Team Meeting Books	<i>Electronic distribution, printed copies optional</i>
3	Prayer Cards (3x5)	<i>Located in Asst Head Cha supply bin</i>
4	Rollo Outlines	<i>One per rollista</i>
5	Critique Sheets	<i>Per Rector's schedule</i>
6	Palanca Containers	<i>Baskets or boxes</i>
7	Podium Tablecloth	<i>With candles, holders, lighter, cross</i>
8	Fee Envelopes	<i>Included in Team Meeting Books</i>
9	Area Head Training Manuals	<i>Distribute by first meeting</i>
10	Opening Meditation (p.14 Pilgrim's Guide)	<i>Include in Team Meeting Books</i>